

## ARMY JAGC APPLICATION CHECKLIST FOR APPOINTMENT IN NATIONAL GUARD COMPONENT

The items listed below are required to complete your application for appointment as a Reserve Officer in the Army JAG Corps. Required forms are posted on the Judge Advocate Recruiting Office (JARO) website under the Reserve Application link at [www.jagcnet.army.mil/jaro](http://www.jagcnet.army.mil/jaro).

This checklist is provided to assist you in assembling your application for appointment in the United States Army Reserve (USAR) or Army National Guard (ARNG). Appointments are processed under the provisions of Army Regulation 135-100 and National Guard Regulation 600-100. All offers of appointment are subject to eligibility requirements for obtaining a commission in the Reserve of the Army as prescribed by law and regulation.

Number	ITEM	NOTES
1	Application for Appointment, DA Form 61 (USAR) <ul style="list-style-type: none"> <li><input type="checkbox"/> Block 1 Check "Commission Officer – Army Reserve"</li> <li><input type="checkbox"/> Block 2 Enter: "AR 135-100"</li> <li><input type="checkbox"/> Block 3 Enter: "1LT"</li> <li><input type="checkbox"/> Blocks 4 and 5 Leave blank</li> <li><input type="checkbox"/> Block 6 Place a "1" next to "JA;" leave other blocks blank</li> <li><input type="checkbox"/> Blocks 7 through 20c, Personal Data, complete as instructed. Unless you have prior military service, leave blocks 10 and 11 blank.</li> <li><input type="checkbox"/> Block 17 IN PLACE OF MILITARY ADDRESS, ENTER AN E-MAIL ADDRESS</li> <li><input type="checkbox"/> Blocks 21a through e, Civilian Education, complete as instructed. Provide COPIES of transcripts that support the hours listed.</li> <li><input type="checkbox"/> Blocks 22-33 Self-explanatory</li> <li><input type="checkbox"/> Block 34 KEY DATA – provide supporting documents</li> <li><input type="checkbox"/> Blocks 35-39 Leave blank</li> <li><input type="checkbox"/> Blocks 40-42 Self-explanatory</li> </ul> ARNG Applicants: Use NGB Form 62E	Obtain from JARO Website  <input type="checkbox"/>
2	A recent photograph not more than 4" by 6" showing the applicant at three-quarters length (head and body above the waist) in professional attire against a neutral background. Current members of the Armed Forces (active or reserve service) must submit an official photograph taken within six months of the date of application. Officers on Educational Delay may submit a photograph in civilian attire or military uniform.	Applicant prepares  <input type="checkbox"/>
<b>INTERVIEW REPORT AND UNIT INFORMATION</b>		
3	DA Form 5000 or 5000-R, Applicant Interview Report. You must arrange an interview with a JAG Officer in the rank of Major or above from the unit you wish to join. Call JARO for unit locations or consult the FSO list on the JARO website. Date of Interview: Name and Rank of Interviewing Officer: Unit: Telephone number and email address of interviewing officer:	Interviewer will submit report to JARO  <input type="checkbox"/>  Interview Reports must contain narrative comment.

<b>4</b>	<p>Army Reserve Unit Vacancy Letter. Statement from unit commander with unit UIC, paragraph, line, and position Number for assigned position. (Obtain this letter for the unit you will be joining if accepted for the JAGC).</p> <p>ARNG applicants: Your unit will enter this information on NG B Form 62E.</p>	<p>Obtain from unit</p> <input type="checkbox"/>
<b>Medical Fitness and Security Questionnaire</b>		
<b>5</b>	<p>Medical Examination Request; see accompanying information sheet entitled "Medical Examinations for Judge Advocate Candidates" (You must request your physical prior to submitting your application. Reports of physicals obtained through the DoDMERB will be submitted electronically by the medical provider. Otherwise, you must submit a copy of your military medical examination with your application). <b>Note date of Physical:</b></p> <p>ARNG Applicants: Consult your unit for physical examination procedures.</p>	<p>Obtain from JARO Website</p> <input type="checkbox"/>
<b>6</b>	<p>Submit a signed and dated statement with your age, height, and weight. You must meet the standards of AR 600-9, Army Weight Control Program. If you exceed the standards, you must submit a body fat percentage worksheet prepared by your gaining unit.</p>	<p>Height &amp; Weight Chart posted on JARO Website</p> <input type="checkbox"/>
<b>7</b>	<p>Personnel Security Requirement (Note: If you Already have a security clearance, submit a copy of your DA Form 873 or a letter from your security manager in lieu of items 7a-c).</p> <p>a. SF 86, Questionnaire for National Security Positions. Submit completed questionnaire with your application. A copy of the SF 86 and instructions are posted on the JARO.</p> <p>b. FD 258, Fingerprint Card (<b>in duplicate</b>)(obtained at local police station when you are fingerprinted). If the cards are not available from local law enforcement, contact Mr. Tony Woods at (703) 696-2815.</p> <p>c. Statement of Understanding for Appointment as a commissioned officer prior to NAC.</p>	<p>Obtain from JARO website</p> <input type="checkbox"/>
<b>Education and Work Experience</b>		
<b>8</b>	Statement of Personal Interest (explain your motivation and desire to serve in the JAGC).	Applicant prepares <input type="checkbox"/>
<b>9</b>	Detailed description of legal and non-legal work experience. A resume is sufficient.	Applicant prepares <input type="checkbox"/>
<b>10</b>	Certified transcripts of college and law school grades <u>with the grading systems</u> . Photo copies are acceptable.	Applicant submits <input type="checkbox"/>
<b>11</b>	<p><b>Recent</b> statement from the <b>clerk of highest court of a state</b> showing admission and current standing before the bar and any disciplinary action. If disciplinary action has been taken against you in any state, explain circumstances in a separate letter and submit with application.</p> <p><b>Third Year Law Students:</b> (1) Certified law school transcripts and (2) Letter from admissions office verifying current enrollment and anticipated graduation date.</p>	<p>Note state and year of bar admission if applicable:</p> <input type="checkbox"/>
<b>12</b>	Three <b>recent</b> letters from lawyers, judges or military officers attesting to your reputation and professional standing.	Applicant submits <input type="checkbox"/>

<b>13</b>	Certified copy of your birth certificate issued by the appropriate state certifying authority (e.g. State Bureau of Vital Statistics).	Applicant submits <input type="checkbox"/>
<b>Personnel Policies</b> <a href="#">Obtain from JARO Website</a>		
<b>14</b>	Acknowledgment of Service Requirements, <b>Either a. or b.</b> a. DA Form 3574 (Individuals without prior service or with less than 8 years prior service). b. DA Form 3575 (Individuals with more than 8 years prior service).	<input type="checkbox"/>
<b>15</b>	Statement of Acknowledgment of Accommodations of Religious Practices.	<input type="checkbox"/>
<b>16</b>	Statement of Understanding for Ineligibility for Retirement (if you will not be able to complete 20 years of service by age 60).	<input type="checkbox"/>
<b>Age and Moral Waivers</b>		
<b>17</b>	Request for age waiver. Applicants whose age is equal to or exceeds 33 years on the date of appointment as a First Lieutenant must include a letter with your application requesting an age waiver. The letter should include positive statements concerning your value to the JAGC.	<input type="checkbox"/> <a href="#">Sample Posted on JARO Website</a>
<b>18</b>	Request for waiver of military or civilian law criminal proceedings. Submit a statement describing the circumstances and disposition of any arrest, charge, or disciplinary proceeding. Also, see Block 26, DA Form 61.	<input type="checkbox"/> <a href="#">Sample Posted on JARO Website</a>
<b>Prior and Current Military Status</b>		
<b>19</b>	Conditional release (DD Form 368) - If currently serving in another branch of the Armed Services or having current enlisted or commissioned status in the Army.	<a href="#">Obtain from JARO Website</a> <input type="checkbox"/>
<b>20</b>	Supplemental Application for Reserve Component Service with the Judge Advocate General's Corps (if you have prior or current service as a member of the Armed Forces).	<a href="#">Obtain from JARO Website</a> <input type="checkbox"/>
<b>21</b>	Statement of Eligibility - for applicants who are serving or once served as an officer of a Reserve Component of an U.S. Armed Service. Note: Former commissioned officers twice passed over for promotion to a higher commissioned grade are not eligible for re-appointment in a commissioned status.	<a href="#">Obtain from JARO Website</a> <input type="checkbox"/>
<b>22</b>	Military Service Records. Official Military Personnel File (OMPF); DA Form 2-1, and copies of all evaluations.	Applicant submits <input type="checkbox"/>

**Attach one separate, complete copy of items 1-23.** Retain copies for your records. For better service in processing your application, use this checklist as an index and tab each of the items submitted. Do not put the application in binders or in document protectors. You need not tab the copy. Submit your application to the Judge Advocate Recruiting Office (JARO).  
**NOTE: ARNG Applications must be submitted through your unit to National Guard Bureau (NGB) prior to review by JARO.**

**DEPARTMENT OF THE ARMY**  
**Judge Advocate Recruiting Office**  
**Suite 5200**  
**1777 N. Kent St.**

## Application Overview

The Judge Advocate General (TJAG) appoints officers in the United States Army Reserve and Army National Guard based on the recommendations of the Reserve Component Judge Advocate Accessions and Qualifications Board. The accessions board is conducted throughout the year under the supervision of JARO.

### Basic Criteria.

Graduate of an ABA accredited Law School  
United States Citizen  
Medically qualified  
Eligible for a US Government Security Clearance  
Admitted to Practice (Third-Year Law Student may apply)  
Meets Army Height and Weight requirements  
Not older than Age 32 (waivable)

**Application Deadline.** Applications for the United States Army Reserve (USAR) and Army National Guard (ARNG) are accepted throughout the year. Your application will be considered by the Reserve Component Judge Advocate Accessions Board. The board is generally conducted every other month (February, April, June, August, October, December,) on the last Thursday of the month but the board schedule may vary at the discretion of JARO. A final decision on all applications is made by The Judge Advocate General. Applicants will be notified by JARO regarding acceptance or rejection of their application.

**Note for National Guard Applicants.** ARNG applications must be submitted through the State Guard Officer Accessions Manager and the National Guard Bureau to JARO for consideration by the Reserve Component Judge Advocate Accessions Board. ARNG applicants are welcome to contact JARO directly with any questions regarding the application process or status (866) ARMY-JAG.